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CENTRAL INTELLIGENCE AGENCY

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COUNTRY USSR (Stalingrad Oblast)

REPORT

SUBJECT The Management Office of a Trust
under the Ministry of the Construction
of Metallurgical and Chemical Industry
Enterprises

DATE DISTR.

27 April 1960

NO. PAGES

1

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SOURCE EVALUATIONS ARE DEFINITIVE. APPRAISAL OF CONTENT IS TENTATIVE.

six-page report on the organization of the management office of the Stalingrad branch of a trust under the Ministry of Construction of Metallurgical and Chemical Industry Enterprises. The report divides construction projects in the USSR into four categories by cost.

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STATE	X	ARMY	X	NAVY	X	AIR	X	NSA	X	FBI		NIC	X	ORR/ EV	X
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ORGANIZATION OF MANAGEMENT OFFICE FOR STALINGRAD
BRANCH OF INDUSTRIAL TRUST

1. The management office for the Stalingrad branch of the Industrial Trust, located in Moscow, was created about May or June 1952. It was organized as follows (see sketch on page 4):
 - (1) Management chief, in charge of the personnel, special, accounting, and supplies sections.
 - (2) Chief engineer, in charge of the technical aspects, including works and their organization. He was in charge of the technical and organizing section and of the planning section.
 - (8) Secretary to the chief engineer and the management chief.
 - (3) Accounting section, consisting of:
 - a. Chief accountant, in charge of accounting and responsible for quarterly and annual balances. All persons in the accounting section were subordinate to him.
 - b. Deputy to the chief accountant, in charge of audits and checking work done in the accounting section.
 - c. Accountants. There were two accountants, one in charge of such matters as appraising materials, costs, bills, and letters of credit, and the other in charge of accounting related to the salaries of all persons working at the Stalingrad branch, whether technicians or laborers.
 - (4) Supplies section. There was a supplies chief who was directly responsible for the stores of materials and in charge of procurement and transport of materials from plants assigned by the plan. He had an assistant.
 - (5) Personnel section and special section; these two sections were joined, and were directed by one person.
 - (6) Technical and organizing section, composed of a chief, two engineers in charge of maps, renovations and restatements of calculations, measurements, and of certifying completed work. They also plotted graphs showing the progress of the construction work. A construction technician assisted the two engineers.
 - (7) Planning section; its chief was an economist and he was assisted by a technician in economics. The chief analyzed the economic causes of losses and profits after receiving monthly, quarterly, and annual balances from the accounting section, and prepared reports for the Directorate of the Industrial Trust in Moscow. The reports consisted of printed sheets identical to those used by all construction companies in the USSR, and were received from the Ministry for the Construction of Enterprises for the Metallurgical and Chemical Industries of the USSR. Information tabulated included production figures, a listing of the number of workers in each trade, the number of hours worked, mean productivity, cost of work done, existing machinery, the number of hours it was in use, its production, hours lost due to breakdowns or other causes, etc. (See sketches on pages 5 and 6).
 - (8) Timekeepers. There were either one or two timekeepers, according to the work and the distance to the construction site. They sent reports to the accounting and personnel sections.

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- (9) Accountant. There were two accountants in charge of construction supplies.
- (10) Storehouses, under one person in charge of delivering materials, upon proper authorization, consisting of slips signed by the chief of the technical section. This person was subordinate to the chief of the supplies section.
- (11) Comptroller, in charge of checking the prices that works foremen listed on the work sheets (see sketches on pages 5 and 6); he was subordinate to the technical and planning sections.
- (12) Chief of the construction poligon, a technician or engineer in charge of directing the works; subordinate to him were two or three foremen from the technical and organizing section.
- (13) Chief mechanic, in charge of all the machinery and of all sites where, according to the plan, it was to be used. Four or five specialized mechanics assisted him. He was subordinate to the technical and organizing section.
- (14), (15), (16), (17) Works foremen, subordinate to the chief of the construction poligon.

2. Works in the USSR were divided into four categories:

- a. Special category: Works with annual budget of more than 30 million rubles.
- b. First category: Works with annual budget of from about 25 to 30 million rubles.
- c. Second category: Works with annual budget of about 20 million rubles.
- d. Third category: Works with an annual budget of from about 8 to 12 million rubles.

The works under the management office in Stalingrad belonged to the first category.

3. The procedure followed in the creation of a specialized construction directorate was the following: When a plant or combine had to be built, a construction trust was organized under an order from the Ministry for the Construction of Enterprises for the Metallurgical and Chemical Industries of the USSR. When the total cost of the industry to be built was determined, the construction was divided into several phases. When the cost of the first phase was known, the trust made a study of the cost of special work such as steelwork, heating, and prefabricated reinforced concrete elements. Then, through the Central Office in Moscow, they requested that the Ministry order the creation of the offices necessary for the realization of the special work. The Central Offices of the Ministry created the annual work plan to be followed by the specialized trust, which sent this plan to the corresponding office. The management office in Stalingrad was one of these offices and was in charge of creating monthly, quarterly, and annual plans, according to orders received, and of placing orders for materials and preparing work.

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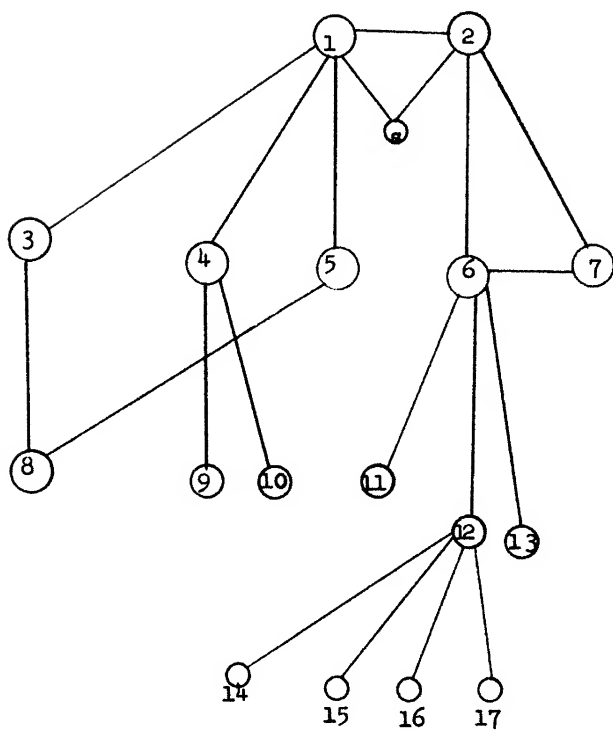
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STRUCTURE OF MANAGEMENT OFFICE OF STALINGRAD
BRANCH OF INDUSTRIAL TRUST



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REVERSE SIDE OF PRINTED FORM USED BY ALL CONSTRUCTION FIRMS IN USSR

Utverzhdayu: Glavnyy Inzhener (chief engineer)

Stalingradskeye SMU Trest "Industroy"

Uchastok: (section)

(Stalingrad SMU Trest "Industroy")

Nachalo Rabot (beginning of work)

Master: Tovarishch (supervisor)

Naryad (order)

Konets Rabot (end of work)

II/ PP	Normy Vremeny Rastsenki	Opisaniye Rabot	Zadaniye (job)						Vypolneno (completed)					
			Zd. Izm.	Kolichestvo	Normy Vremeny	Rastse- nok	Vsego (total)		Zd. Izm.	Kolichestvo	Normy Vremeny	Rastse- nok	Vsego (total)	
							Vremya	Stoimost					Vremya	Stoimost
	(norms, temporary estimate)	(work descrip- tion)	(meas- urement)	(quan- tity)	(time)	(price)	(time)	(cost)	(measur- ement)	(quantity)	(time)	(price)	(time)	(cost)
			Podpis mastera (signature of supervisor)						Podpis nachalnika uchastka (signature of the ppligon chief					